



## Resident Representative Office in Jordan

### Vacancy Announcement

#### Driver (GS-2)

The IMF Resident Representative office for Jordan is seeking to hire a highly qualified **Driver** to join its team, preferably starting on **August 1, 2026**.

The position is offered as a one-year local contractual appointment, with the possibility of renewal for successive terms of up to three years, subject to continued need and satisfactory performance.

Candidates must be nationals or residents of **Jordan** or be able to independently obtain a valid work permit before starting employment with the Fund to be considered. Proof of nationality, residency, and/or work authorization will be required prior to starting employment. The IMF **will not sponsor or assist** with obtaining work permits.

#### Job Summary

The driver drives office vehicles for the transport of authorized personnel (usually the Head of Office) and delivery and collection of documents or goods over short distances. The driver is expected to back up others and perform similar assigned work during absences and periods of heavy workload. The driver is usually supervised by a higher-level staff member.

Work consists of simple routine tasks performed under prescribed procedures. Errors are readily detected, and instructions are direct and specific requiring little or no judgment. Exercises judgment in undertaking daily duties. Specific guidelines are provided for most of the tasks. Performs duties on holidays, weekends or beyond office hours as assigned.

#### Duties and Responsibilities

- i. *Driving and transportation*
  - Serves as driver for the official business of the Head of Office;
  - Drives office vehicles on demand between the office and other loading or unloading points, with due regard to other traffic and time schedules, applying knowledge of traffic regulations and best routes; assists passengers boarding or leaving vehicle; and loads and unloads baggage, documents or goods.
- ii. *Safety and Security*
  - Stays familiar with the local UN security regulations and checks vehicles daily to ensure compliance with these regulations. Takes due regard to traffic and other security regulations;
  - Ensures IMF vehicles are maintained and kept clean daily. Makes arrangements for maintenance of the assigned vehicle, i.e., oil check, water, battery, brakes, tires, etc., and minor repairs.

- Makes sure that the vehicle is duly equipped with the basic safety implements such as: fire extinguisher, spare wheel, safety belts, and jack & tools.
  - Keeps a Log of official trips, daily mileage, gas consumption, oil changes, etc.;
  - Ensures that the steps required by rules and regulations are taken in case of involvement in an accident.
- iii. *Other tasks*
- Makes deliveries of parcels, documents, etc., between the office and other institutions;
  - Makes minor purchases and collect urgent purchases from local suppliers upon demand and may make or collect payment for goods;
  - Assists supervisor in the registration of vehicles and obtaining licenses for expatriate staff;
  - Performs other duties as required, e.g., reception, messenger services, photocopying.

### **Qualifications**

The selected candidate is required to have a valid driver's license; a clean driving record and significant driving experience is a must. Completion of secondary school education is highly desirable; completion of a bachelor's degree would be an advantage.

At least three to five years of driving experience with local and highway driving, preferably with an SUV.

Knowledge of driving rules and road safety regulations.

The driver is expected to have excellent driving skills, Awareness of defensive and evasive driving. Ability to communicate orally and in writing. The driver will need to exercise appropriate discretion in dealing with sensitive material. Be able to deal effectively and tactfully with state visitors at all levels. They should have good interpersonal skills and be very respectful. The driver is expected to learn new office administrative tasks and must have occasionally the ability to work long hours and weekends.

### **Language Requirements**

Fluency in oral and written **Arabic** is required. Proficiency in English is preferable.

### **To Apply**

Interested candidates should submit (i) a curriculum vitae (CV), (ii) a cover letter in English, (iii) electronic copies of diplomas, and (v) three professional references with contact details, to the **IMF, Resident Representative office for Jordan** [RR-JOR@imf.org](mailto:RR-JOR@imf.org), no later than **June 19, 2026**.

*The IMF is guided by the principle that the **recruitment, classification, and assignment of staff are conducted without discrimination**. We welcome requests for **reasonable accommodation** for individuals with disabilities during the selection process. Information on how to request such accommodation will be provided during the application process.*